

GENERAL ASSEMBLY OF NORTH CAROLINA
RESEARCH DIVISION
LEGISLATIVE LIBRARY

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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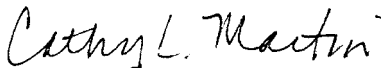
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.**

The

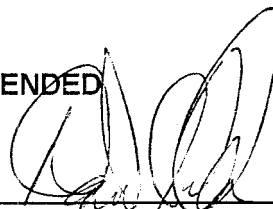
LEGISLATIVE LIBRARY

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Cathy Martin, Legislative Librarian
Chief Records Officer
General Assembly of North Carolina



David J. Olson, Director
Division of Historical Resources

APPROVED



George R. Hall, Jr., Legislative Services Officer
General Assembly of North Carolina



Lisbeth C. Evans
Department of Cultural Resources

April 18, 2002

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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**GENERAL ASSEMBLY OF NORTH CAROLINA
RESEARCH DIVISION
Legislative Library**

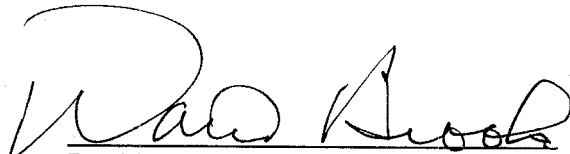
Amend the program records retention and disposition schedule approved April 18, 2002 by amending items 25894 and 25895 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

25890
P.D.
8505

APPROVAL RECOMMENDED

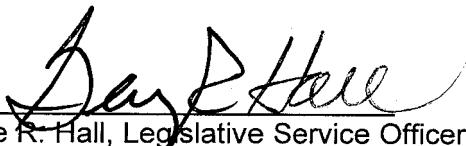


Cathy Martin, Chief Records Officer
General Assembly of North Carolina



David Brook, Director
Division of Historical Resources

APPROVED



George R. Hall, Legislative Service Officer
General Assembly of North Carolina



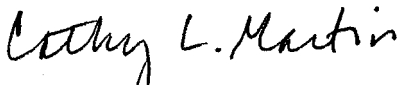
Lisbeth C. Evans, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

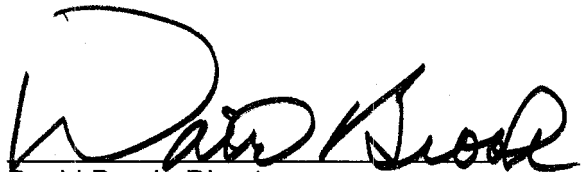
**GENERAL ASSEMBLY OF NORTH CAROLINA
RESEARCH DIVISION
Legislative Library**

Amend the program records retention and disposition schedule approved April 18, 2002 and amended August 8, 2008 by adding item 48284 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer
General Assembly of North Carolina

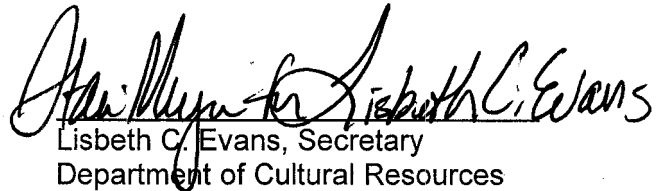


David Brook, Director
Division of Historical Resources

APPROVED



George R. Hall, Legislative Service Officer
General Assembly of North Carolina



Lisbeth C. Evans, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

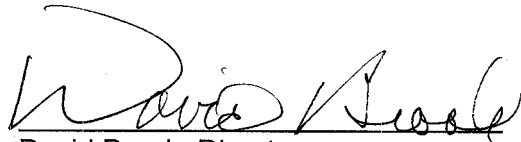
**GENERAL ASSEMBLY OF NORTH CAROLINA
RESEARCH DIVISION
Legislative Library**

Amend the program records retention and disposition schedule approved April 18, 2002 and amended dates August 8, 2008 and September 12, 2008 by amending item 25891 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer
General Assembly

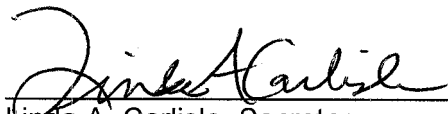


David Brook, Director
Division of Historical Resources

APPROVED



George R. Hall, Legislative Service Officer
General Assembly of North Carolina



Linda A. Carlisle, Secretary
Department of Cultural Resources

**GENERAL ASSEMBLY OF NORTH CAROLINA
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LEGISLATIVE LIBRARY**

ITEM 25890. BILL BOOKS FILE.

Notebooks containing copies of the official documentary history of each bill introduced during a session. For each bill, notebook contains copy of the bill as introduced, copy of each committee substitute for the bill and any amendments, and copy (when available to the Legislative Library) of a printout of each roll-call vote on the bill. Additionally, in each case of a bill with a complex history, the notebook includes a copy (when available to the Legislative Library) of the official bill jacket. (Agency personnel will prepare and arrange records for microfilming prior to boxing records for transfer to State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 sessions to be scanned and microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. A copy of the digital images and microfilm will be purchased by the agency. Destroy digital images when reference value ends. Retain microfilm in office permanently.

ITEM 25891. ECONOMIC INTEREST STATEMENTS FILE.

Statements of Economic Interest from 1975 to 2006 submitted to the Legislative Services Office pursuant to G.S. 120-93.1/94. (The requirement was subsequently repealed by Chapter 1028 of the 1987 Session Laws, effective January 1, 1989, but was reinstated by Chapter 890 of the 1989 Session Laws, effective January 1, 1990. Effective January 1, 2007 the requirement was repealed by Session Law 2006-201, section 4.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for transfer to the custody of the Archives to be microfilmed. Microfilmed paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Agency will purchase duplicate copy of the microfilm and retain in office permanently.

ITEM 25892. INTRODUCERS BOOKS FILE.

Computer generated printouts listing of numbers and titles of bills introduced, organized by the names of the legislators who introduced them. (Agency personnel will prepare and arrange records for microfilming prior to boxing records for transfer to State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 sessions to be microfilmed. Microfilmed paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Agency will purchase duplicate copy of the microfilm and retain in office permanently.

ITEM 25893. PRINTOUTS FROM BILL-STATUS COMPUTER SYSTEM FILE.

Computer generated printouts received concerning the status of legislative bills. File includes session-by-session data concerning bills, including brief chronology of actions on the bill, listings of bills according to index term-word, listings of bills by committee, and other related records. (Agency personnel will prepare and arrange records for microfilming prior to boxing records for transfer to State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 sessions to be microfilmed. Microfilmed paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Agency will purchase duplicate copy of the microfilm and retain in office permanently.

**GENERAL ASSEMBLY OF NORTH CAROLINA
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ITEM 25894. STANDING COMMITTEE NOTEBOOKS FILE.

Notebooks concerning each standing committee of the General Assembly, transferred to the Legislative Library by the committee chairman/clerk at the end of each session. (Agency personnel will prepare and arrange records for microfilming prior to boxing records for transfer to State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 2 sessions to be scanned and microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. A copy of the digital images and microfilm will be purchased by the agency. Destroy digital images when reference value ends. Retain microfilm in office permanently.

ITEM 25895. STUDY AND NON-STANDING COMMITTEE NOTEBOOKS FILE.

Notebooks concerning each study/non-standing committee or commission, transferred to the Legislative Library by the committee/commission assistant. Each notebook contains copy of authorizing legislation authorizing the study, membership listings, budget data, minutes of meetings, and copies of material presented at the meetings. (Agency personnel will prepare and arrange records for microfilming prior to boxing records for transfer to State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 2 sessions to be scanned and microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. A copy of the digital images and microfilm will be purchased by the agency. Destroy digital images when reference value ends. Retain microfilm in office permanently.

ITEM 25896. STUDY COMMITTEE REPORTS FILE.

Reports approved by committees or commissions and transmitted to the General Assembly. Reports include results of investigations, recommendations for legislation, and other related

DISPOSITION INSTRUCTIONS: Transfer original reports to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer 10 or more copies (as required) of each report to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Retain 2 copies permanently in Legislative Library. Destroy in office remaining copies when administrative value ends.

ITEM 48284. STATE AGENCY REPORTS TO THE GENERAL ASSEMBLY.

State agencies are required by law to submit reports to the General Assembly by delivering copies of the report to the Legislative Library. This series contains those reports deemed to have reference value but not selected by the Library for cataloging and permanent retention in its collection.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 15 additional years and then destroyed.